

Bachelor of Library and Information Science (BLISc)

FIRST SEMESTER

Paper	Paper Code	Paper Title	Internal Marks	Exam Marks	Total
I	BLS - 101	Foundations of Library and Information Science	20	80	100
II	BLS - 102	Library Classification (Theory)	20	80	100
III	BLS - 103	Library Cataloguing (Theory)	20	80	100
IV	BLS - 104	Library Classification (Practical)	20	80	100
V	BLS - 105	Library Cataloguing (Practical)	20	80	100
Total			100	400	500

SECOND SEMESTER

Paper	Paper Code	Paper Title	Internal Marks	Exam Marks	Total
VI	BLS - 201	Management of Libraries and Information Centers	20	80	100
VII	BLS - 202	Information Sources and Services	20	80	100
VIII	BLS - 203	Information Processing and Retrieval	20	80	100
IX	BLS - 204	Library and Information Technology (Theory)	20	80	100
X	BLS - 205	Library and Information Technology (Practical)	20	80	100
Total			100	400	500

Paper – BLS 101

FOUNDATIONS OF LIBRARY & INFORMATION SCIENCE

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises.

Unit – I: Essentials of Library and Information Science

- Librarianship as a Profession
- User Education
- Extension Service
- Library Building

Unit – II: Conceptual framework and history of libraries

- Social foundation of Libraries
- History of Libraries
- Development of libraries in India, U.S.A. and Britain
- Five Laws of Library Science
- Types of Libraries

Unit – III: Laws relating to libraries and information centers and Associations

- Library Legislation - Need and essential Features
- Library Acts in India
- Intellectual Property Right
- Role and contribution of National Organizations such as UGC, ILA, IASLIC
- Role and contribution of International Organizations such as LA, ALA, IFLA, FID, UNESCO, ASLIB in the growth and development of Libraries.

Recommended Books

1. Jafferson, G: Library Cooperation. London : Andre Deutsch, 1977
2. Kent, Allan: Resource sharing in libraries. New York: Dekker, 1974.
3. Khanna, JK: Library and Society. Kurukshetra: Research Publications, 1987.
4. Pandey, SK Sharma: Libraries and Society. New Delhi: Ess Ess, 1992.
5. Ranganathan, SR: The Five Laws of Library Science. Bangalore: Sarda Ranganathan Endowment for Library Science, 1988.

Paper – BLS 102
Library Classification (Theory)

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

UNIT – I: Library Classification

- Definition, Need, Purpose
- Terminology of Classification
- General Theory of Classification
- Species of Classification
- Major Schemes of Classification: DDC, CC, UDC.: An Overview

UNIT – II: Normative Principles of Classification

- Work of classification in three Planes: Canons and their applications in Standard Schemes
- Mnemonics: Definition, types, Canons and their applications in Standard Schemes
- Hospitality in Notational System: Canons and Devices

UNIT – III: Facet Sequence

- Concept and Principles
- Postulational Steps in practical Classification
- Book Number and Collection Number
- Library Classification: Trends

Recommended Books

1. Ranganathan, S. R. (1962). Elements of library classification. Bombay: Asia Publishing
2. Mills, J. (1960). Modern outline of library classification. London: Chapman and Hall
3. Bavakutty, M. (1981). Canons of library classification. Trivandrum: Kerala library Association
4. Ranganathan, S. R. & Gopinath, M. A. (1989). Prolegomena to Library Classification v.1 Bangalore: Sarada Ranganathan Endowment for Library Science
5. Sayers, W.C. Berwick (1955). Introduction to Library Classification: Theoretical, Historical and Practical with. London: Grafton and Company
6. Dutta, D.N. (1978). Library Classification: a manual. Calcutta: The World Press
7. Husain, Shabahat (2004). Library Classification: Facets and Analyses. Delhi: B.R. Publishing Corporation.
8. Krishan Kumar (1979). Theory of Classification. New Delhi: Vikas Publishing

Paper – BLS 103

Library Cataloguing (Theory)

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

UNIT – I: Library Catalogue

- Definition, Need, Objective & Functions
- Normative Principles of Cataloguing
- Cataloguing and Classification: Symbiotic relationship.
- Physical Forms of Library Catalogue
- Types and Functions of Cataloguing: Dictionary, Classified
- Library Catalogue Codes – CCC and AACR-II: Historical Development

UNIT – II: Subject Cataloguing

- Concept, Principles. Chain Procedure, Lists of Subject Headings
- Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal Cataloguing
- Union Catalogue: Need, Rules for Compilation.
- NUCSSI, DELNET, IndCAT, WORLDCAT

UNIT – III: Indic Names

- Problems and Rendering
- Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, Corporate Authors and Pseudonyms.
- Cataloguing of Non-book Materials: Microfilms, Gramophone Records, Maps, Computer files

Recommended Books

1. Girja Kumar & Krishan Kumar (1975). Theory of cataloguing. New Delhi: Vikas Publishing House.
2. Sharma, Pandey S. K. (1986). Cataloguing Theory. New Delhi: Ess Ess Publication.
3. Viswanathan, C. G. (1983). Cataloguing: Theory and Practice. Lucknow: Print House.
4. Shera, Jesse H. & Egam, Margret E. (1956). Classified Catalog: basic principles and practices. Chicago: American Library Association.
5. Sengupta, B (1974). Cataloguing: Its theory & practice. Calcutta: World Press.
7. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.

Paper – BLS 104
Library Classification (Practical)

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: There will be Two Sections A and B.

Section A will consist of *Eight* Titles and the examinee will classify *Five* Titles by Dewey Decimal Classification Edition 19.. Each Title carries 8 marks.

Section B will consist of *Eight* Titles and the examinee will classify *Five* Titles by Colon Classification Scheme 6th Revised and Enlarged Edition. Each Title carries 8 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Section – A: Classification of documents (using DDC)

Classification of documents with the Dewey Decimal Classification 19th Edition with the following details: Main Classes, Divisions, Sectors, Sub-sectors, Auxiliary Tables.

Section – B: Classification of documents (using CC)

Classification of documents by Colon Classification 6th Revised and Enlarged edition with following details Basic Subject, compound and complex subject, phase Relations, common isolates etc.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Recommended Books

1. Dewey, Melvil: Decimal Classification and Relative Index. 19th ed. New York, Lake Placed Club, 1979.
2. Ranganathan, SR: Elements of Library Classification. 3rd ed. Bombay, Asia Pub. House, 1962.
3. Ranganathan, SR: prolegomena to Library Classification. Assisted by M A Gopinath. 3rd ed. Bangalore, SRELS, 1969.
4. Satija, MP: Colon Classification: a practical introduction. Delhi, Ess Ess, 1989.
5. Ranganathan, SR: Colon Classification. 6th rev ed. Banglaore, SRELS, 1968.
6. Satija, MP: Manual of Practical Colon Classification. 3rd rev ed. New Delhi, Sterling, 1995.

Paper – BLS 105

Library Cataloguing (Practical)

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Time: 3 Hours

Theory: 80 Marks

Note: There will be Three Sections A, B and C

Section A will consist of *Four* Entries and the examinee will prepare *Two* Entries by using **AACR-II**. Each Entry carries 16 marks.

Section B will consist of *Four* Entries and the examinee will prepare *Two* Entries by using **CCC**. Each Entry carries 16 marks.

Section C will consist of *Two* Entries and the Examinee will prepare only *One* Entry through **MARC**. Each Entry carries 16 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Unit – I: Cataloguing of documents (using AACR II)

Cataloguing of books and periodicals in accordance with the latest edition of AACR II and Sears List of Subject Headings

Unit – II: Cataloguing of documents (using CCC)

Cataloguing of books and periodicals in accordance with the Classified Catalogue Code (CCC) 5th Edition.

Unit – III: Computerised Cataloguing through MARC

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Recommended Books

1. Ranganathan, SR: Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Assisted by A. Neelameghan. 5th reprinted ed. Bangalore, SRELS, 1988.
2. Anglo American Cataloguing Rules. (North American Text). Chicago, ALA, 1967.
3. Ranganathan, SR: Cataloguing Practice. Assisted by G. Bhattacharya. Bombay, Asia Pub. House, 1974.
4. Job, M.M. (1989). Theory and practice of Cataloguing. New Delhi: Metropolitan.
5. Gernert, Leigh (2003). A Textbook of Cataloguing. New Delhi: Dominant Publishers and Distributors.
6. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.

SECOND SEMESTER

Paper – BLS 201

Management of Libraries and Information Centres

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Unit – I: Essentials of management

- Concept, history and functions of management
- Concept and principles of scientific management
- Concept, elements and standards of TQM

Unit – II: Library Management-general aspects

- HRM
- Job description, analysis, specification and evaluation
- Selection and Recruitment
- Motivation
- Training and Development
- Performance appraisal
- Stock Verification

Unit – III: Library Management –specific aspects

- Library authority and library committee
- Staffing
- Different sections of libraries and their working
- Annual report
- Preservation and Conservation of library resources (printed and digital)
- Financial Management in Libraries : Budget

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Recommended Books

1. Mittal, RL: Library and Administration: Theory and practice. New Delhi: Metropolitan Book, 1983.
2. Ranganathan, SR: Library Book Selection. Bombay: Asia Pub. House, 1966.
3. Brown, James Duff: Manual of Library Economy. London: Andre Deutsch, 1961.
4. Mahapatra, PK and Chakrabarti, B: Preservation in Libraries. New Delhi: Ess Ess, 2003
5. Adhikari, Rajiv: Library Preservation and Automation. Delhi: Rajat Publications, 2002.

Paper – BLS 202

Information Sources and Services

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of **Five** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of **Three** questions not exceeding 200 words. The examinee will attempt **Two** questions. Each question carries 10 marks.

Section C will consist of **Five** questions in detail. The examinee will attempt **Three** questions. Each question carries 15 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Unit – I: Information Sources – I

- Concept of information sources
- Primary sources of information –journal, conference proceedings, archival materials, standards, Newspapers, patents, research reports, thesis and their electronic form etc.
- Five Laws and Reference Sources

Unit – II: Information Sources – II

- Secondary sources of information-Bibliographic Sources – INB and BNB, Encyclopedias – General and Special, Dictionaries – General and Special Yearbooks, Biographical Source, Geographical Source, text book, Index and abstract and their electronic form

Unit – III: Information Sources – III

- Tertiary source of information-Bibliography of bibliographies, Directory, and guide to literature and their electronic form. Human Resources, Information Centres

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Recommended Books

1. Bradford, SC: Documentation. 2nd ed. London, Lockwood, 1953.
2. Foskett, AC: Subject approach to Information. 5th ed. London, Library Association, 1997.
3. Guha, B: Documentation and Information: services, techniques and systems. 2nd rev ed. Calcutta, World Press, 1983.
4. Kawatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.
5. Khanna, JK: Documentation and Information Services: systems and techniques. Agra, Y K Publishers, 2000.
6. Lancaster, FW: Information Retrieval Systems: Characteristics, Testing and Evaluation. New York, John Wiley, 1968.
7. Ranganathan, SR: Documentation and its facets. London, Asia Pub. House, 1963.
8. Prasher, RG: Index and Indexing. New Delhi, Medallion Press, 1989.

PAPER – BLS 203

Information Processing and Retrieval

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Unit – I

- Documentation: Definition, Need, Purpose
- Documentation Work, Service, CAS and SDI
- Index and Indexing: Scope and Importance
- Types of indexes • Keyword indexing

Unit – II

- Pre and Post Co-ordinate Indexing
- Chain Procedure, PRECIS, POPSI, Citation Indexing
- Indexing Languages: Types and Characteristics
- Vocabulary Control and IR Thesaurus
- Indexing Services: National and International

Unit – III

- Abstracting: Types and Guidelines
- Abstracting Services: National and International,
- Chemical Abstract, Biological Abstract, Physics Abstract, Psychological Abstract, Sociological Abstract, Indian Science Abstract
- Search Strategies, Feedback and Refining
- Information Users: Categories
- User Studies: Methods, Techniques and Evaluation

Recommended Books

1. Brown, A.G. (1982). An Introduction to Subject Indexing. London: Clive Bingley.
2. Mohammad, Riaz (1989). Advanced Indexing and Abstracting Practices. New Delhi: Atlantic Publishers.
3. Chakraborty, A.R. and Chakraborty, B. (1984). Indexing: Principles, Process and Products. Calcutta: The World Press.
5. Sengupta, B. and Chatterjee, M. (1977). Documentation and Information Retrieval. Calcutta: The World Press.
7. Rajan, T.N. (1981). Indexing Systems: Concepts, Models and Techniques. Calcutta: IASLIC.
8. Ranganathan, S.R. (1963). Documentation and its Facts. London: Asia Publishing House.
9. Shera, J.H., Kent, A. and Pessy, J.W. (1957). Documentation in Action. New York: Reinhold Publishing.

PAPER – BLS 204

Library and Information Technology (Theory)

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Unit – I: Information Technology – I

- Concept of Information Technology
- Types of Information Technology
- Computer Technology – History, Classification and Generation of Computers, Computer Hardware and Software, Operating Systems – WINDOWS, Linux
- Programming Languages, Algorithm & Flow Charting

Unit – II: Information Technology – II

- Communication Technology – General Aspects
- Reprographic Technology – General Aspects
- Micrographic Technologies – General Aspects

Unit – III: Library Automation

- Concept and need of library automation
- Planning and implementation of library automation
- In-house operations (Acquisition, Cataloguing, Circulation, Serials Control)
- Library Softwares: SOUL and Alice for Windows, Libsys including Open Source Softwares, Library Networks, New development in Library Automation such as use of RFID etc.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Recommended Books

1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, Ess Ess, 1993.
3. Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL: An introduction to Library Networks. New Delhi, Ess Ess, 1996.
6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, Ess Ess, 1990.

Paper – BLS 205

Library and Information Technology (Practice)

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: There will be *Eight* questions. The examinee has to answer *Five* questions. Each question carries 16 marks.

- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Teacher in the computer lab
- ii) Students are required to do the practical assignment in the computer lab Evaluation of the assignment will be done by the Teacher on the spot.
- iii) Students have to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Unit – I:

- Installation and Functions of Different Operating Systems: Windows NT, Linux
- Setting of Desktop, Library Server and its Maintenance
- Editing and Formatting Word Documents
- Creating Presentations with PowerPoint.

Unit – II:

- Database Creation and Library Software Installation and Creation of Databases: Import, Export, Hyperlinks and Alice for Windows
- Installation, Configuration and Functions Installation, Configuration and Application of SOUL

Unit – III:

- Online and Offline Searching, Web Searching, Advanced Internet Searching, Search through Meta Search Engines, Offline Databases Internet and E-mail

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Recommended Books

1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, Ess Ess, 1993.
3. Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL: An introduction to Library Networks. New Delhi, Ess Ess, 1996.
6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, Ess Ess, 1990.
7. Shiva Sukula: Information Technology: Bridge to the Wired Virtuality, New Delhi, Ess Ess Publications, 2008.
8. Shiva Sukula: Electronic Resource Management: What, why and how, New Delhi, Ess Ess Publications, 2010